

Services

**FOOD SERVICE MANAGEMENT PROGRAM**

---

**AFI 34-401, July 1994, is supplemented as follows:**

This publication outlines the Air National Guard Food Service Management Program and provides additional procedures to AFI 34-401, *Food Service Management Program* as they apply to Air National Guard (ANG) dining facilities, incorporating requirements, procedures, and information. This supplement requires the collection and maintenance of information protected by the Privacy Act of 1974. The authority to collect and maintain the records prescribed in this supplement is Title 10, USC, Section 8013, Privacy Act System of Record Notice F035 AF MF N. Submit recommendation for changes of publication through state headquarters to ANG/SVXF, 3500 Fetchet Avenue, Andrews AFB, MD 20762-5157.

---

**Section A--Food Service Program**

1.1. **(Added) (ANG).** Social activities for ANG units include: family days, open houses, change of commands, quality calls, commander's calls, award ceremonies, retirement functions, and any other function that is not in support of UTA training, annual training, Operational Readiness Inspection (ORI), Operational Readiness Exercise (ORE), Quality Air Force Assessment (QAFA), deployments, or exercises. **Under no circumstances will appropriated funds be used to support social activities with subsistence funds (p521).** For additional information, see attachment 7, WHO CAN EAT IN ANG APPROPRIATED FUND DINING FACILITIES, (attachment 2 as supplemented by the ANG).

2.2. **(Added) (ANG).** Services Craftsman/Public Health Technician will assist the dining facility manager in identifying and accurately labeling menu items with reduced saturated fat and cholesterol for Nutrition Education Program menus/recipes. The following are recommended minimum Nutrition Education Program considerations:

2.2.1. Use Project Lean recipes (one entree, starch, and vegetable) for each meal prepared at ANG dining facility operations.

2.2.2. Feature two Nutrition Education Program menus for flight, snack, and ground support meals.

2.2.3. Include Jell-O and fresh fruits for dessert.

2.2.4. Offer multiple size containers to include 4 ounce bowls at salad bars for those customers desiring reduced portions.

Use only 2 percent low fat, skim milk, and nonfat dry milk in recipes on the serving line.

Use only a cholesterol free oil for deep fat or pan frying.

3. **(Added) (ANG).** ANG/SVXF annually sends out the World Wide Menu (30-day SIMS) menu cycle at the beginning of the fiscal year all ANG dining facility operations.

**Section B--Food Service Contracts**

7. **(Added) (ANG).** ANG/SVXF will act as liaison for the Air Force model of base-level contingency plans for use by ANG units.

8. **(Added) (ANG).** ANG/SVXF will act as liaison for model Air Force PWSs for adaptation by ANG food service units. Services managers will use the applicable PWS, when contracting or re-negotiating annual service contracts.

**Section C--Food Service Accounting**

9.1.2. **(Added) (ANG).** Verify cash collection DD Form 1131 and turn in funds according to local Financial Management (FM) requirements. Specifics are listed below:

9.1.2.1. ANG units are **NOT** required to accomplish AF Form 249.

9.1.2.2. Use AF Form 282, *Unannounced Spot-Check of Cashiers*, quarterly.

9.1.2.3. Use AF Form 1305, *Receipt and Voucher*, to account for forms and cash issued to cashiers.

9.1.2.4. ANG units are **NOT** required to accomplish AF Form 1650a.

9.1.2.5. AF Form 1119, *Monthly Monetary Record*, will be accomplished monthly.

9.1.2.6. AF Form 467, *Monthly Summary of Flight/Special Meals*, will be accomplished monthly when operating a flight kitchen.

9.1.2.7. ANG units are **NOT** required to accomplish AF Form 1212, *ALACS Item Pricing*.

9.1.2.8. ANG units are **NOT** required to accomplish AF Form 812, *ALACS Meal Order Record*.

**10. (Added) (ANG).** The AF Form 1119, *Monthly Monetary Record*, will be maintained at the unit level for USFP&O and Inspector General (IG) inspections.

10.1. At ANG units, food manager must maintain the unit food account within the guidelines as follows:

10.1.1. Four percent will be the monthly authorized tolerance (cumulative gain/loss) for all ANG units and CRTCs.

10.1.2. Three percent will be the monthly authorized tolerance for McGhee-Tyson ANG, Tennessee.

10.1.3. CRTC support personnel should ensure units are briefed on their responsibilities prior to deployment and offer any assistance necessary to ensure this goal is achieved.

10.1.4. Commanders/Superintendents should ensure strict guidelines are followed daily to maintain tolerances.

10.2. For ANG units, the Services Flight Commander is the responsible official for keeping the base food account within authorized tolerances in paragraph 10.1 above.

10.2.1. First occurrence: the flight commander briefs the Support Group Commander on problems and outlines appropriate action.

10.2.2. Second occurrence: the flight commanders informs the Support Group Commander, ANG/SVX, and presents a plan for corrective action.

10.2.3. Third occurrence: The Base/Installation Commander may drop portions of the losses exceeding ANG percentages from accounts if they decide the loss cannot be recovered. A Memorandum for Record (MFR) will be completed and coordinated with the state USPFO. A copy of the MFR will be forwarded to ANGRC/SVX.

**11. (Added) (ANG).** ANG/SVX will provide an annual computed Basic Daily Food Allowance (BDFA) to ANG dining facility operations prior to the next fiscal year. Small dining facilities serving an average of less than 100 weighted rations daily, or activities having a total authorized complement of less than 150 persons, are authorized an additional 15% of the BDFA.

12.1. **(Added) (ANG).** ANG food managers may choose to calculate excess cost to recover the monetary credit. The calculation is based on the price comparison between the federal stock price list and local vendor price list. **THIS CALCULATION WILL NOT EXCEED 25% PER LINE ITEM BASED ON THE FEDERAL STOCK LISTING.** If Prime Vendor is used through Defense Personnel Support Center (DPSC), excess cost may not be claimed.

**13. (Added) (ANG).** Support group commanders must ensure meals served away from the dining facility during exercises/alerts are kept to an absolute minimum. All supervisors have the responsibility to ensure personnel authorized to eat in the dining facility can obtain a meal in the dining facility during meal hours. When it is impractical to release personnel to eat in the dining facility during alerts or exercises, operational rations (MRE's) should be used to support ground feeding. **NOTE:** Mass ground support feeding for ORIs and OREs using box meals is not a productive use of manpower, nor is it cost effective. Using MREs as a substitute for ground support meals is recommended for at least one meal per day during training, exercises, or base alerts.

14.1. **(Added) (ANG).** Use AF Form 1650b, *Field Feeding Summary*, for any field operation deployed outside the dining facility in excess of 48 hours. All food items for short term field operations will be transferred out/in using AF Form 3516, *Food Service Inventory Transfer Receipt*.

14.2. Use AF Form 1119-1, *Field Feeding Monetary Record*, will be utilized for any field operation deployed outside the dining facility in excess of 48 hours.

14.3. When using MREs during UTA periods, note the dollar amount and customer count in the remarks section on the AF Form 1119. Do not calculate in the line entry section.

***Section D--Food Ordering and Inventory***

**15. (Added) (ANG).** ANG food service managers will forecast IAW local commissary, troop issue, and vendor requirements.

**16. (Added) (ANG).** If units or site commanders are not receiving Prime Vendor through Defense Personnel Support Center (DPSC) service then they are authorized to receive food products from local vendors. ANGRC/SVX approval is not required for local purchase contracts. Coordination will be at the unit level.

16.1. ANG food managers will use appropriate local military agency and local vendors ordering forms.

**18. (Added) (ANG).** The end of fiscal year subsistence inventory will be conducted with an impartial (non-Services) officer annually. This officer will be appointed in writing by the Support Group Commander NLT 15 August each year.

18.1. (Added) The Services Officers review and certify the inventory.

**DONALD W. SHEPPERD**  
**Major General, USAF**  
**Director, Air National Guard**

**OFFICIAL**

**DEBORAH GILMORE**  
**Chief**  
**Administrative Services**

**4 Attachments (Added) (ANG)**  
**6. Air National Guard Procedures**  
**7. Who Can Eat in Air National Guard Appropriated Fund Dining Facilities**  
**8. Food Service Procedures for Combat Readiness Training Centers**  
**9. ANG Abbreviations, Acronyms, and Terms**

**ATTACHMENT 6 (ADDED) (ANG)****AIR NATIONAL GUARD PROCEDURES**

A6.1. All ANG units will use AF Form 1038, *Food Service Evaluation Record*, quarterly to evaluate their food service operation.

A6.2. New or increased subsistence requirements must be submitted by the host flying units and CRTCs. Submittals must include justification and originate from the base FM and be sent to ANG/SVXF to determine budget projections. Requests must also include UTAs, deployments, ORIs, OREs, GSU locations, operational feeding, and contract feeding requirements. These projections should be submitted NLT 1 May of the current fiscal year for the next fiscal year.

A6.2.1. Funding for operational and contract feeding requirements should be identified separately.

A6.3. Unit level FMs should forecast subsistence funding requirements in their annual Financial Plan for Geographically Separated Units (GSUs). Services units are responsible for tracking these funding requirements.

A6.4. Each dining facility operation is responsible to send the number of personnel and expenditures of funds for UTAs, SUTAs, contract feeding, ORIs, OREs, or any 521 activity monthly to ANG/SVXF.

A6.5. Collocated units must coordinate with active duty locations to forecast ANG personnel to dine in Air Force dining facilities for Air Force budgetary purposes for feeding requirements.

A6.6. ANG/SVXF recommends basing the menu selection on the World Wide SIMS (30-day) menu cycle.

A6.7. When government food service is unavailable, the enlisted member performing inactive duty for a period of 8 hours is authorized a Meal Authorization Chit (MAC) to replace subsistence in kind. More hours may offer additional chits; however, these procedures are based on the installation commander's approval. ANG/SVXF will annually provide MAC guidance in the annual subsistence message.

A6.8. Recommend using the frozen meal program as a substitute to MACs to save money.

A6.9. Any contract feeding operation, e.g., hot meals, ground support meals, flight meals, or any meal for training during UTAs, SUTAs, annual training, or during the week is authorized upon local authority approval. It will be noted in the remarks section of AF Form 1119. No entry will be noted in the line-by-line calculation. It should be noted that forecasting with the financial office is very important for this support.

A6.9.1. Contract meals are provided for individual members of the unit personnel. Contract meals or light refreshments are not provided for dependents, spouses, or guests during events such as open house, family day, air show or other activities. (See paragraph 1.1.).

A6.9.2. Contract meal customers. (See attachment 7, Note 2.)

A6.9.3. AF Forms 1339 and 79 will be used for contract meals for auditing purposes to justify feeding strength. Total Earned Income versus Net issues to the kitchen on the AF Form 1119 will not be calculated for contract feeding operations.

A6.10. All ANG dining facilities will operate under the Subsistence Credit Allowance System (SCAMS).

A6.11. ANG Assignment of responsibilities: Within the ANG organizational structure, The Services Flight Commander/Chief of Services (3MXX) is responsible for the Services function. In units where there is no Services Officer, the Support Group Commander will appoint a responsible individual.

A6.12. Coordinate the Prime Vendor (local purchase) program at the unit level.

A6.13. All ANG units will send in projected personnel forecast strength within 90 days prior to deployment to CRTC locations. CRTCs are responsible for submitting subsistence requests based on forecasts using the World Wide Menu (30-day SIMS) menu cycle.

A6.14. Dining Facility Improvement Program. Recommend units establish a Dining Facility Improvement Committee to develop and manage the Dining Facility Improvement Program. This program is used to achieve compatibility with generally accepted food service standards. The following is a list of recommended committee members:

A6.14.1. Support Group Commander (or Deputy) - Chairperson.

A6.14.2. Services Flight Commander/Chief of Services.

A6.14.3. Food Service Officer - Recorder.

A6.14.4. Food Service Superintendent/Dining Facility Manager.

A6.14.5. Base Civil Engineer (or Deputy).

A6.14.6. Budget Officer.

A6.14.7. Contracting Officer.

A6.14.8. Senior Enlisted Advisor.

A6.14.9. Unit level enlisted representation.

A6.15. Actual planning should cover a 5-year period and any renovation, alterations, or new construction and be incorporated into the Base Master Plan. All ANG units should notify ANG/SVXF of any planned renovation or new construction of dining facilities. Planning should include:

A6.15.1. A brief description of deficiencies, e.g., decor, patron flow, production bottlenecks, etc.

A6.15.2. A listing of all food service equipment including: national stock numbers, nomenclature, date of acquisition, dimensions, cost, and estimated replacement date. For an updated listing of food service equipment contact ANG/SVXF.

A6.15.3. Contacting ANG/SVXF for assistance on the food service equipment program.

A6.16. Food deliveries. Except for approved satellite operations, food service personnel **will not** deliver food to locations away from appropriated food service facilities.

A6.17. Each unit operating the CRTC dining facility will maintain records and control subsistence. Record maintenance is mandatory and will be monitored by CRTC Services personnel for accuracy. Each deployed unit is required to complete AF Form 3514, *Inventory Count Worksheet*, with CRTC Services personnel upon arrival and departure. This inventory will occur before the first meal and after the last with CRTC Services personnel.

A6.18. ANG/SVX requests notification from all units prior to dining facilities new construction and renovations projects.

A6.19. Any automated system for food service accounting is authorized.

A6.19.1. AF Form 147, *Stock Control Record*, is not required for automated locations. A back-up file will be established daily.

**ATTACHMENT 7 (ADDED) (ANG)****WHO CAN EAT IN AIR NATIONAL GUARD (ANG)  
APPROPRIATED FUND DINING FACILITIES**

<b>These Customers (Note 2)</b>	<b>Pay This Amount</b>		
	<b>No Charge</b>	<b>Discount Rate</b>	<b>Full Rate</b>
DoD Civilians, and Family Members, for Family Day Activities			X
Enlisted Members receiving BAS (AGRs)			X
Enlisted-Traditional Guardsmen (Note 1)	X		
Officers-Traditional Guardsmen (IADT only)			X
Enlisted-Traditional Guardsmen under field conditions (Orders must state "In field conditions")	X		
DoD Civilians under field conditions			X
Officers under field conditions (Orders must state "In field conditions")	X		
Enlisted AGRs under field conditions	X		
DoD Civilians, state technicians			X
Civil Air Patrol		X	

**Note 1:** Enlisted members receiving BAS during Annual Tours and Special Training periods will pay the full rate when at the home station dining facility.

**Note 2:** For contracted meals, enlisted members receiving BAS, civilians, and officers will pay only the food cost portion of the contracted meal. FM will calculate this cost and complete a memorandum for record to be maintained at the unit.

**Note 3:** All officers and AGRs are allowed to dine at a ANG dining facility base on Unit Commander's approval within consideration for services manpower.

**ATTACHMENT 8 (ADDED) ANG)**  
**FOOD SERVICE PROCEDURES**  
**FOR**  
**COMBAT READINESS TRAINING CENTERS (CRTC)**

A8.1. CRTC support personnel should ensure all units are briefed on their responsibilities prior to deployment and offer any assistance necessary.

A8.2. CRTCs have the **authority** to recover any funds that exceed the 4% tolerance (loss).

A8.3. Funding for operational meals (MRE, B-unique, T-rations) is the responsibility of the deploying unit.

A8.4 New or increased subsistence requirements must be submitted by the units and CRTCs. Submittals must include justification and originate from base FM and sent to ANG/SVXF to determine budgetary projections. Requests must also include UTAs, deployments, ORIs, GSU locations, and operational feeding requirements. These projections should be submitted NLT 1 May of the current year.

A8.5. Support Group Commanders must ensure reasonable meal hours are established to allow for proper food preparation, adequate sanitation, maintenance, personnel schedules, and restocking of supplies and food.

A8.5.1. Serving hours at all dining facilities and CRTC locations are limited to a maximum of 9 hours per day.

A8.5.2. Food service operations during non-duty hours (1700-0730) should use either the mobile kitchen trailer (MKT) or the fixed dining facility. Dual operations for less than 250 personnel is not cost effective and hampers wartime mission support.

A8.5.3. Meal feeding operations of the CRTC will be coordinated between the CRTC and the deploying unit prior to the deployment.

A8.6. AF Form 1119, *Monthly Monetary Record*, will be completed by the deployed unit and monitored by CRTC Services personnel. The CRTC food manager will maintain the AF Form 1119 on file for 2 years and submit a copy to the deployed unit within 15 workdays of the unit's re-deployment. AF Form 1119 will identify host units during the accounting period.

A8.6.1. CRTC services will send the number of personnel and expenditures for UTAs, SUTAs, contract feeding, ORIs, OREs, or any 521 activity monthly to ANG/SVXF.

A8.7. All units will send a projected personnel forecast to the CRTC at least 90 days prior to the deployment.

A8.7.1. Units are responsible to immediately notify CRTC Services personnel if there will be a significant change (+/- 50 personnel) of the original personnel forecast.

A8.7.2. Upon arrival, the deploying Services commander will meet with the CRTC Services representative to confirm the number of deployed personnel.

A8.7.3. The deployed Services commander and the CRTC Services representative are jointly responsible for ensuring workload is fairly distributed, especially when there is a significant difference between the forecast and the actual number of personnel deployed.

A8.8. The CRTC will be responsible for menu planning and requisition (except for operational meals) for all deployments.

A8.9. Each unit operating the CRTC dining facility will maintain records and control subsistence. Record maintenance is mandatory and will be monitored by CRTC Services personnel for accuracy. Each deployed unit is required to complete AF Form 3514, *Inventory Count Worksheet*, with CRTC Services personnel upon and departure. This inventory will occur before the first meal and after the last with CRTC Services personnel.

**ATTACHMENT 9 (ADDED) (ANG)****ABBREVIATIONS, ACRONYMS, AND TERMS**

A9.1. This attachment lists all acronyms and abbreviations used in this supplement and gives explanations of some of the most important terms used. Unless identified as extracted from another document, terminology used in this glossary is not standardized within the Department of Defense and is applicable only in the context of this directive.

<i>Abbreviations</i>	<i>Definitions</i>
AGR	Act Guard Reserve
ANG	Air National Guard
ANG/SVX	Air National Guard Services Branch
ANG/SVXF	Air National Guard Services Food
CRTC	Combat Readiness Training Center
GSU	Geographically Separated Unit
IADT	Inactive Duty for Training
MAC	Meal Authorization Chit
MFR	Memorandum for Record
MKT	Mobile Kitchen Trailer
MRE	Meals, Ready-to-Eat
NGB	National Guard Bureau
ORI	Operational Readiness Inspection
ORE	Operational Readiness Evaluation
PWS	Performance Work Statement
SIMS	Services Information Management System
USFP&O	United States Property and Fiscal Officer
UTA	Unit Training Assembly
SUTA	Substitute Unit Training Assembly

*Terms*

**Traditional Guardsmen:** Also known as drilling unit reservists. These are unit members who participate in unit training activities on a part-time basis, i.e., one weekend per month and two-week annual training periods.



***Active Guard Reserve (AGR):*** Title 32, Guard members of the Selected Reserve who are ordered to active duty or full-time National Guard duty. All unit AGR members must be assigned against an authorized mobilization position in the unit they support.

***State Technician:*** Full-time state employees